

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

RICHARD W. CRAWFORD
Chief Probation Officer

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VACANCY ANNOUNCEMENT No. 2006-01

Position Title: **PROBATION CLERK/SECRETARY**

Term of Employment: TEMPORARY not to exceed ONE YEAR and ONE DAY. Position may be extended or converted to permanent without further competition, subject to need and available funding.

Number of Vacancies: More than one position may be filled.

Salary: Court Personnel System*
Classification Level: CL-23, Step 1 - \$31,211/year includes
25% Cost of Living Adjustment [2006 Pay Table 00]
This position may offer promotional opportunity to CL-24 without further competition provided qualifications for that position are met.

Position Location: UNITED STATES PROBATION OFFICE
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850

Closing Date: Position open until filled. Applications received by March 27, 2006 will be given priority consideration.

DEFINITION: This position is located in the Probation Office. The incumbent provides secretarial and clerical support to one or more probation officers.

Representative Duties:

- C Formats, types, and edits reports developed by officers, often within a short time period. Reports include presentence reports, violations reports, and preliminary interview reports for the court. Independently, or with direction, prepares petitions, orders and papers essential to probation and parole supervision. Prepares other letters, memoranda, recurring reports and forms. Composes routine correspondence for officers, takes minutes of staff meetings and participates in agenda preparation.
- C Organizes and prepares new case files for officers' use in accordance with established case management procedures. Enters supervision case file and statistical data into automated databases. Initiates statistical transactions and appraises officers. Receives and transfers case files from other districts. Conducts criminal record checks through local or national law enforcement files. Also assists officers in performing investigations for own and other districts by accessing the Criminal Justice Information System (CJIS), initiating verification forms and verifying information by phone. Prepares and maintains investigative files

and enters data into case tracking system. Makes entries to chronological records in supervision case files, either from direct communication with client or from information provided by officer. Accepts and reviews for completeness monthly reports in the absence of the officer at his/her direction. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.

- C Independently processes incoming fine and restitution payments and maintains current balances in the case file and keeps officer informed. Similarly, community service hours are logged and officers apprised. May arrange meetings and conference calls.
- C Answers and screens telephone calls and visitors. Answers routine questions and refers persons to officers or to appropriate agency based on knowledge of officers' activities and program operations. Directs persons reporting from prison or from court as to officer assignment and reporting procedures. Prepares conditions of probation.
- C May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- C All other duties as assigned.

JOB REQUIREMENTS: Knowledge of standard office equipment/copying machines, office procedures/practices/processes, proper grammar usage, and elementary skills in data entry with personal computers. Skill in typing a minimum of 40-45 words per minute is required. Some lifting is required when delivering mail. Unquestioned integrity, mature judgment and tact. Skill in using personal computers and use of computer software is required (e.g., WordPerfect for Windows and other software approved for office use).

QUALIFICATIONS: To qualify as a Probation Clerk/Secretary, applicant must demonstrate possession of:

1. The ability to type 40-45 wpm;
2. Knowledge of and experience with Windows format word processing;
3. A thorough knowledge of spelling, punctuation and grammatical usage;
4. The ability to personally compose routine letters;
5. Tact, good judgment, poise, initiative and motivation;
6. The ability to meet the public, act as a receptionist, and handle the telephone;
7. The ability to maintain confidences and work harmoniously with others;
8. The ability to collect, compile, and report statistical data;
9. Time management skills, accuracy, ability to handle multiple tasks simultaneously, and attention to detail required.
10. Physical and mental capacity to work under pressure to meet court-ordered deadlines.

MINIMUM REQUIRED EXPERIENCE AND EDUCATION: To qualify for the position of Probation Clerk/Secretary, CL-23, Step 1, a person must be a high school graduate or the equivalent with at least two (2) years of general experience in progressively responsible clerical, office or other work which indicates the possession of the knowledge and skills needed to perform the duties of the position.

Court Preferred Skill: Knowledge of and experience with WordPerfect 8.0 for Windows.

Experience Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) of education equals nine months of experience.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others and be responsive, courteous and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

***SALARY:** This position is graded under the Court Personnel System. The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-23, Step 1 = GS-5 and CL-23, Step 25 = GS-7. The target grade and highest step for this position is CL-23, Step 61 (\$50,711/year including Cost of Living Allowance). *This position may offer promotional opportunity to CL-24 without further competition provided qualifications for that position are met.*

BENEFITS: The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees and, as such, can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT: Applicants must be citizens of the United States of America **or** must be eligible to work in the United States. Candidates selected for interviews will be required to participate in appropriate proficiency testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) prior to an offer of employment being made. As a condition of employment, the candidate selected for this position will be fingerprinted and will be subject to and must successfully complete a background investigation with law enforcement agencies.

TO APPLY: Qualified applicants must submit:

! **Original and four (4)** copies of the SF-171, Application for Federal Employment

You must submit **ALL** documents to be considered for this opportunity; incomplete application packets will not be considered. **RESUMES and OTHER APPLICATION FORMS WILL NOT BE ACCEPTED OR CONSIDERED. NO EMAILS OR FAXES WILL BE ACCEPTED.** Mail application packets to:

**U.S. PROBATION OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room C-110
Honolulu, Hawaii 96850
Telephone 808-541-1283**

The SF-171/171-A form is available from the U.S. Probation Office or from the Hawaii U.S. District Court web site at www.hid.uscourts.gov under FORMS and "Miscellaneous."

Due to the volume of applications, **the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews.** The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

NOTE: Applicants who submitted application packets in response to Vacancy Announcement No. 2005-04 need **NOT** submit another application packet for Vacancy Announcement No. 2006-01.

AN EQUAL OPPORTUNITY EMPLOYER